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GENERAL GUIDELINES AND INSTRUCTIONS FOR COMPLETING ADMINISTRATION/MANAGEMENT REPORTS INVENTORY (FORM 142)

General:

1. Complete a separate form (Reports Inventory Form 142) for each significant administrative/management type report. Feeder reports that go into a significant report will be identified as an attachment to the form which reports the basic report. Sources for the identification of reports to be inventoried include:

A. Regulatory requirements including handbooks. These requirements can be determined by perusal of official Agency regulations, notices, and handbooks as well as internal issuances directive in nature.

B. Records of official forms. These records can be queried automatically by functional code or office of primary interest.

C. Management information systems both manual and automated. Reports used either as inputs to or outputs of these systems may be determined by analysis of summary computer runs or system specifications.

2. DDS/Functional Offices will include in their inventories all reports prepared by them, or by other Agency components (including OCS) in response to requirements levied by a particular DD/S Office: (i.e. Office of Personnel inventory will include all personnel reporting requirements levied by OP on other Agency organizational components).

3. Exempted Reports

Examples of reports exempted from this inventory are as follows:

A. Logs and operating documents such as purchase or travel orders, travel authorizations, personal history statements, requisitions, vouchers, invoices, time and attendance reports, shipping documents, fitness reports, individual

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medical records, classification or qualification forms, individual training records, identification credentials, catalogs, and supply bulletins.

B. Official reports of audit including responses thereto.

C. Nominations or recommendations of individuals for promotion, training, or honor and merit awards.

D. Reports required for authorized fund raising campaigns.

4. In submitting their inventories to the Directorate Reports Inventory Project Officer, Offices and Components should prepare summary tabulations showing:

A. Total number of reports identified in two categories, manual and computer produced

B. Estimated total annual costs of each category (in man hours and dollars)

C. Proposed savings goals in man hours and dollars

In determining projected savings goals, each significant report included in your inventories should be reviewed applying the criteria outlined in paragraph 4a(4) of Attachment A to Transmittal Memorandum Number One (dated 17 June 1970).

5. Attached herewith are detailed instructions to assist personnel in completing the Reports Inventory Form 142.

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DETAILED INSTRUCTIONS KEYED TO
ITEM NUMBERS ON REPORTS INVENTORY FORM 142

Distribution : Prepare in two copies, original to the Directorate Reports Inventory Project Officer, copy to be retained by reporting Office or Component.

Control Number: Use office abbreviation then number sequentially (i.e. DDS/OL-102); use one series of numbers for each office or component.

Item One : Self explanatory

Item Two : Box entitled "machine-name listing" should be checked for reports that are primarily name listings containing an array of data on or about an individual (personnel T/O runs, Finance advance account runs, etc.).

Item Three : If more than one functional area is involved indicate primary and secondary areas by including number in appropriate box. The category labeled "admin-general" should be used for management control reports that serve no specific functional administrative requirement (examples are: (1) monthly activity reports levied by a Branch Chief on subordinate units and (2) operational progress reports required of field stations).

Item Four : Show only total number of copies prepared; distribution should be shown in Item 6.

Item Five : Self explanatory

Item Six : Indicate number of organizational components or offices receiving copies (or extracts from) this report. Do not go below office or component level, unless report is internal to a DD/S functional office.

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Item Seven : Self explanatory

Item Eight : ADP Processing number should be obtained from summary listings prepared by OCS/Management Support Division.

Item Nine : Cite Agency regulatory issuance, Federal statute, or internal directives as applicable. Explain in detail in Item 13.

Item Ten : Preparing Component: For reports internal to the DD/S functional office, indicate down to Branch and Section level. For reports prepared outside the DD/S functional office in response to requirements levied by a DD/S functional office, the parent functional office should indicate generally where report is prepared (i.e. Field Station Logistics Offices, Area Division Personnel Offices, etc.). Computer produced reports should indicate OCS as preparing office and the organizational unit in the DD/S functional office that receives the report (i.e. that has levied the requirement for the report).

Item Eleven : Feeder Reports: Recognizing that what one office considers to be a significant report may be used by another unit as a feeder report, we anticipate some duplication in our inventory. Nevertheless we request that reports used as input to a report identified for inclusion in the inventory be listed and described in this item. Where possible costs of feeder reports should be included in computing the costs in Item 12 of the inventory form. Computer produced reports used as input to manual reports should also be identified in this section.

Item Twelve : Cost Factors

12A - Manual preparation and review costs - Include man hours by grade level spent in assembling data, writing, editing, typing, and publication of reports. Where applicable you should include time spent by various levels of management in their "use" of these reports (i.e. numbers and grades of users who read or act on the report).

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12B - Costs of Computer Produced Reports - If there are additional man hours spent by the DD/S functional offices in manipulating or manually summarizing computer produced reports, include that item in this section. The basic costs of computer produced reports should be obtained from data provided by OCS Management Support Division (Source of this data will most likely be the OCS Resource Distribution Report). In as much as there is no precise cost data kept on individual reports, costs of computer produced reports will of necessity be summary totals of all reports prepared for the DD/S functional office establishing the reporting requirement. It is the responsibility of the DD/S functional office concerned to obtain cost data from OCS.

Item Thirteen : It is important that careful consideration be given to completing this section of the report as it will provide the basic information needed to justify the continued production of the report identified on the inventory form. These justifications will be subjected to detailed review by various management levels within the office and must be certified as valid at the Directorate level.

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